



# MEMORANDUM

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**To:** Mayor and Members of the City Council

**From:** Montre' Freeman, City Manager  
Dwan Bell, Public Utilities Director  
Donnell White, Electric Superintendent

**Date:** August 10, 2023

**Re:** Consideration - RFP for Tree Trimming & Row Clearing for 34kV Distribution Line Improvements for Sentara Healthcare

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***BACKGROUND:***

Sealed proposals for furnishing the necessary labor and equipment, as specified, for tree trimming and row clearing in preparation for the construction of the 34 kV distribution line improvements were first solicited on June 21, 2023. On July 18, 2023, the minimum three bid requirement was not met; therefore, solicitations were re-advertised. On August 4<sup>th</sup>, bids were opened publicly and read aloud.

***ANALYSIS:***

Two companies, Lanier Tree Service and Xylem Tree Experts submitted bids for this project. Of those two, Lanier Tree Service is the apparent low bidder with \$525,500.00. The bids are still being evaluated and a formal bid tab and award letter will be provided once the evaluation is complete.

Lanier Tree Service - \$525,500  
Xylem Tree Experts - \$639,000

***STAFF RECOMMENDATION:***

By motion, authorize the bid award for the tree trimming and row clearing project to Lanier Tree Service for the proposed amount of \$525,500.